

Request for Proposals Part A



King County

Department of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-684-1681 TTY Relay: 711

Advertised Date: **June 29, 2006**

RFP Title:	Hosted Email Standby System
RFP Number:	06-058 KAH
Due Date:	July 27, 2006 - 2:00 P.M.
Buyer:	Kathleen Hilliard, kathleen.hilliard@metrokc.gov, 206-263-4274

Pre-proposal Conference:

A preproposal conference shall be held at 10:00 a.m. on July 18, 2006 (Tuesday) at the Exchange Building, 8th floor, Conference Room A, 821 2nd Avenue, Seattle, WA. 98104. All prospective Proposers are strongly encouraged to attend. Refer to paragraph 1.7.

Proposals are hereby solicited and will **Only** be received by:

King County Procurement Services Section
Exchange Building, 8th Floor
M/S EXE-ES-0871
821 Second Avenue
Seattle, WA 98104-1598

Office Hours: 8:00 a.m. - 5:00 p.m.
Monday - Friday

Note: This RFP consists of Three Parts: **Part A – Instructions and Information about the RFP Process**
Part B – The Contract King County intends to enter with the selected Proposer, Part C, Scope of Work, Proposal Requirements

We acknowledge that **Addenda numbered** _____ **to** _____ have been delivered to us and have been examined as part of the Contract documents.

Company Name

Address

City / State / Postal Code

Signature

Authorized Representative / Title

Email

Phone

Fax

Prime Proposer SEDB / DBE Certification number (if applicable)

This Request for Proposal will be provided in alternative formats such as Braille, large print, audio cassette or computer disk for individuals with disabilities upon request.

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ENCLOSURE:

[Proposal Submittal Label](#)

DEFINITION OF WORDS AND TERMS APPLICABLE ONLY TO PART A THE RFP

Words and terms applicable to the Contract are defined in Part B

Words and terms shall be given their ordinary and usual meanings. Where used in the Contract documents, the following words and terms shall have the meanings indicated. The meanings shall be applicable to the singular, plural, masculine, feminine and neuter of the words and terms.

Addendum/Addenda: Written additions, deletions, clarification, interpretations, modifications or corrections to the solicitation documents issued by the County during the Proposal period and prior to contract award.

Best and Final Offer: Best and Final Offer shall consist of the Proposer's revised proposal and any supplemental information requested during the evaluation of Proposals. In the event of any conflict or inconsistency in the items submitted by the Proposer, the items submitted last govern.

Competitive Range: The Competitive Range consists of the Proposers that have a reasonable chance of selection for contract award. The Proposal Evaluators (PE) shall conduct the initial evaluation of the proposals considering price and Evaluation Factors established in the RFP. The Buyer and Project Manager/PE together shall compare the evaluations and determine the Competitive Range. The Competitive Range may be reduced after the evaluation of additional information, Best and Final Offers and negotiations.

Criteria, Evaluation Criteria or Evaluation Factors: The elements cited in the RFP that the County shall examine to determine the Proposers understanding of the requirements; technical, business and management approach; key personnel; qualification and experience of the Proposer; potential for successfully accomplishing the Contract; risk allocation and the probable cost to the County.

Days: Calendar days.

Proposal Evaluators (PE): Team of people appointed by the County to evaluate the proposals, conduct discussions, call for Best and Final Offers, score the proposals and make recommendations.

Proposer: Individual, association, partnership, firm, company, corporation or a combination thereof, including joint ventures, submitting a proposal to perform the Work.

RFP: Request for Proposals. Also known as the solicitation document.

Reference Documents: Reports, Specifications, and drawings that are available to Proposers for information and reference in preparing proposals but not as part of this Contract.

1 SECTION PROPOSAL PREPARATION

1.1 Proposal Submission

Proposers are encouraged to use recycled paper in the preparation of additional documents submitted with this solicitation, and shall use both sides of paper sheets where practicable.

Sealed proposals shall contain all required attachments and information and be submitted to King County (hereinafter "County") no later than the date, time and place stated on the front of this RFP or as amended. The proposals shall show the title and number, the due date specified, and the name and address of the Proposer on the face of the envelope. Proposers are cautioned that failure to comply may result in non-acceptance of the proposal. The Proposer accepts all risks of late delivery of mailed proposals or of misdelivery regardless of fault. Proposals properly and timely submitted will be publicly opened.

Proposals will only be accepted from Contractors able to complete the delivery of goods or services described in the specifications. Joint ventures shall submit one proposal for the team, with accompanying proof of the joint venture agreement.

If a company chooses not to submit a proposal, the County requests the company advise the Buyer by email if they desire to remain listed for the subject of this RFP and state the reason they did not submit a proposal.

1.2 King County Internet Web Site

King County is committed to reducing costs and facilitating faster communication to the community by using electronic means to convey information. As such, most Invitations to Bid and Requests for Proposal, as well as related exhibits, appendices, and issued addenda can be found on the King County Internet Web Site, located at http://www.metrokc.gov/procurement/rfp_rfq_itb/new_goods.aspx

Please note any special messages regarding a particular solicitation. This information is posted at the Web Site as a convenience to the public, and is not intended to replace the King County process of formally requesting solicitation documents.

It is important that you register with King County Procurement and Contract Services after downloading documents from the RFPs, RFQs and ITBs - Consultants and Goods/Services websites. Failure to register may result in you not being notified of any addenda, which may result in rejection of your bid/proposal as non-responsive. To register, access [Contact Us > > Registration Form](#). Thank you for your cooperation.

Only proposals, modifications of proposals received in accordance with the requirements of this RFP will be accepted. Facsimile or electronic proposals will not be considered.

After all Proposals have been opened, the County will post a listing of the Proposers submitting Proposals, or the name of a person to contact for information at the King County Internet site. Please refer to the web site for a listing, as well as a notification of a final award.

1.3 Late Proposals

Proposals, modifications of proposals, and withdrawal of proposals received at the office designated in the solicitation after the exact hour and date specified for receipt will not be considered.

1.4 Cancellation of RFP or Postponement of Proposal Opening

The County reserves the right to cancel the RFP at any time. The County may change the date and time for submitting proposals prior to the date and time established for submittal.

1.5 **Proposal Signature**

Each proposal shall include a completed Proposal response form, the first page of this document, signed by an authorized representative of the Proposer.

1.6 **Addenda**

Proposer shall acknowledge receipt of all Addenda issued during the proposal process. Failure to acknowledge receipt of all addenda may result in a proposal being determined non-responsive.

If at any time, the County changes, revises, deletes, clarifies, increases, or otherwise modifies the RFP, the County will issue a written Addendum to the RFP.

1.7 **Questions and Interpretation of the RFP**

No oral interpretations of the RFP will be made to any Proposer. All questions and any explanations must be requested in writing and directed to the Buyer as specified paragraph 1.5. Oral explanations or instructions are not binding. Any information modifying a solicitation will be furnished to all Proposers by addendum. **Communications concerning this proposal, with other than the listed Buyer may cause the Proposer to be disqualified.**

1.8 **Schedule**

<u>Day/Month/Year</u>	<u>Event</u>
June 29, 2006.....	Public announcement of Request for Proposals
July 10, 2006	Preproposal questions due, in writing Part A, Subsection 1-8
July 18, 2006	Preproposal conference (time and location) Part A, Subsection 1-8
July 24, 2006	Last questions due, in writing Part A, Subsection 1-9
July 27, 2006	Proposals due Part A, Subsection 1-2
*July 28, 2006.....	Evaluation/Negotiation of Proposals begins. Part A, Section 2
Proposals Not Within The Competitive Range Shall Be Eliminated From The Selection Process.	
*August 14, 2006	**Begin Interview and Demonstration Evaluation
*August 21, 2006	Issue Best and Final Offer
*September 5, 2006	Execute Contract and issue Notice to Proceed
*NOTE: Dates preceded by an asterisk are estimated dates. Estimated dates are for information only.	

**Planned to be held the week of August 14 at a King County facility. The interview/demonstration will not exceed 2 hours: 30 minutes for a demonstration of the hosted email standby system followed by 90 minutes for responses to interview questions. Questions will be provided by the County to selected Respondents in advance of the interview. The selected Respondents will provide to the County written responses to these questions 1 day prior to the interview/demonstration.

1.9 **Inquiries**

Inquiries concerning the procurement process shall be directed to Kathleen Hilliard at e-mail address: kathleen.hilliard@metrokc.gov or at phone number 206-263-4274 or FAX number 206-684-1470 or in writing to the County's Procurement & Contract Services Section, Eighth floor, Exchange Building, Mailstop EXC-FI-0871, 821 Second Avenue, Seattle, WA 98104-1598.

Communications concerning this rfp, with other than the listed buyer may cause the proposer to be disqualified.

1.10 Preproposal Conference

A preproposal conference shall be held at 10:00 a.m. on July 18, 2006 (Tuesday) at the Exchange Building, 8th floor, Conference Room A, 821 2nd Avenue, Seattle, WA. 98104. All prospective Proposers are strongly encouraged to attend. The intent of the preproposal conference is to assist the Proposers to more fully understand the requirements of this RFP. Proposers are encouraged to submit questions in advance to enable the County to prepare responses; these questions should be E-mailed to the Buyer before the close of business July 10, 2006. Questions will be encouraged during the preproposal conference also.

1.11 Examination of Proposal and Contract Documents

The submission of a proposal shall constitute an acknowledgement upon which the County may rely that the Proposer has thoroughly examined and is familiar with the RFP, including any work site identified in the RFP, and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions addressing or relating to the goods or services to be provided hereunder.

The failure of a Proposer to comply with above requirement shall in no way relieve the Proposer from any obligations with respect to its proposal or to any Contract awarded pursuant to this RFP. No claim for additional compensation shall be allowed which is based upon a lack of knowledge or misunderstanding of this RFP.

1.12 Cost of Proposals and Samples

The County is not liable for any costs incurred by Proposer in the preparation and evaluation of proposals submitted. Samples of items required must be submitted to location and at time specified. Unless otherwise specified, samples shall be submitted with no expense to the County. If not destroyed by testing, samples may be returned at the proposer's request and expense unless otherwise specified.

1.13 Modifications of Proposal or Withdrawal of Proposal Prior to Proposal Due Date

At any time before the time and date set for submittal of proposals, a Proposer may submit a modification of a proposal previously submitted to the County. All proposal modifications shall be made in writing, executed and submitted in the same form and manner as the original proposal.

Proposals may be withdrawn by written notice received prior to the exact hour and date specified for receipt of proposals. A proposal also may be withdrawn in person by a Proposer or authorized representative provided their identity is made known and they sign a receipt for the proposal, but only if the withdrawal is made prior to the exact hour and date set for receipt of proposals. All requests for modification or withdrawal of proposals, whether in person or written, shall not reveal the amount of the original proposal.

1.14 Proposal Withdrawal After Public Opening

Except for claims of error granted by the County, no Proposer may withdraw a proposal after the date and time established for submitting proposals, or before the award and execution of a Contract pursuant to this RFP, unless the award is delayed for a period exceeding the period for proposal effectiveness.

Requests to withdraw a proposal due to error must be submitted in writing along with supporting evidence for such claim for review by the County. Evidence must be delivered to the County within two (2) business days after request to withdraw. The County reserves the right to require additional records or information to evaluate the request. Any review by the County of a proposal and/or any review of such a claim of error, including supporting evidence, creates no duty or liability on the County to discover any other proposal error or mistake, and the sole liability for any proposal error or mistake rests with the Proposer.

1.15 Error and Administrative Corrections

The County shall not be responsible for any errors in proposals. Proposers shall only be allowed to alter proposals after the submittal deadline in response to requests for clarifications or Best and Final Offers by the County.

The County reserves the rights to allow corrections or amendments to be made that are due to minor administrative errors or irregularities, such as errors in typing, transposition or similar administrative errors.

1.16 Compliance with RFP Terms, Attachments and Addenda

- A. The County intends to award a Contract based on the terms, conditions, attachments and addenda contained in this RFP. Proposers shall submit proposals, which respond to the requirements of the RFP.
- B. Proposers are strongly advised to not take exceptions to the terms, conditions, attachments and addenda; exceptions may result in rejection of the proposal. Proposers shall submit proposals, which respond to the requirements of the RFP. An exception is not a response to a proposal requirement. If an exception is taken, a 'Notice of Exception' must be submitted with the proposal. The 'Notice of Exception' must identify the specific point or points of exception and provide an alternative.
- C. The County reserves the right to reject any proposal for any reason including, but not limited to the following –
 - **Any proposal, which is incomplete, obscure, irregular or lacking necessary detail and specificity;**
 - **Any proposal that has any qualification, limitation, exception or provision attached to the proposal;**
 - **Any proposal from Proposers who (in the sole judgment of the County) lack the qualifications or responsibility necessary to perform the Work;**
 - **Any proposal submitted by a Proposer which is not registered or licensed as may be required by the laws of the state of Washington or local government agencies;**
 - **Any proposal, from Proposers who are not approved as being compliant with the requirements for equal employment opportunity; and**
 - **Any proposal for which a Proposer fails or neglects to complete and submit any qualifications information within the time specified by the County.**
- D. The County may, at its sole discretion, determine that a proposal with a 'Notice of Exception' merits evaluation. A proposal with a 'Notice of Exception' not immediately rejected may be evaluated, but its competitive scoring shall be reduced to reflect the importance of the exception. Evaluation and negotiation shall only continue with the Proposer if the County determines that the proposal continues to be advantageous to the County.
- E. Proposers not taking any exceptions to the terms and conditions in Part B - Contract **will receive full points for that portion of the evaluation criteria. Refer to paragraph Proposal Scoring 2.6**
 - 1. **Proposer(s) shall review Part B-Contract, and all its attachments, and submit a signed letter by their attorney or authorized legal representative stating they intend to comply with all the terms and conditions. The signed letter shall be submitted with the proposal.**

2. If there are exceptions taken to the terms and conditions in Part B – Contract, and any of its attachments, the Proposer’s attorney or authorized legal representative shall sign an exception letter describing reasoning for the exceptions and include the exception letter and Part B as an attachment to the proposal, identifying the exceptions and proposed changes. All proposed changes shall be tracked in Part B using the tracking changes feature in Microsoft Word.

3. The rationale for this requirement is as follows:

The project schedule is such that it requires very efficient proposal review and negotiation period. For contract negotiations, two weeks have been allocated, and must be adhered to. It is therefore very important that any possible roadblocks or issues the Proposer may have with the terms and conditions are identified during the proposal evaluation. The County will assess the likelihood of reaching contract terms with the Proposer in the evaluation of the proposals. It is therefore very important that the proposers pay close attention to the review of Part B – Contract, and all its attachments, and provide accurate feedback to the County with respect to their ability to agree to the stated terms and conditions, or the changes they require in order to enter into the contract, should they become the successful Proposer. Proposers that fail to include their exceptions to the terms and conditions or adherence thereto will receive no points for that portion of the evaluation of the proposals.

In consideration for the County's review and evaluation of its proposal, the Proposer waives and releases any claims against the County arising from any rejection of any or all proposals, including any claim for costs incurred by Proposers in the preparation and presentation of proposals submitted in response to this RFP.

- F. Proposals shall address all requirements identified in this RFP. In addition, the County may consider proposal alternatives submitted by Proposers that provide cost savings or enhancements beyond the RFP requirements. Proposal alternatives may be considered if deemed to be in the County's best interests. Proposal alternatives shall be clearly identified.

1.17 Forms Required before Contract Signing

The Proposer shall submit, within five (5) Days of notification from the County, the applicable documents, insurance, bonds, sworn statements, and other requirements prior to award. Failure by the Proposer to submit required documents may result in rejection of the proposal.

- [Equal Benefit Worksheet and Declaration Form:](#)
- [Personnel Inventory Report*:](#)
- [Affidavit and Certificate of Compliance Regarding Equal Employment Opportunity*:](#)
- [Statement of Compliance – Union or Employee Referral Agency Statement*:](#)
- [Internal Revenue Service Form W-9 *](#)
- [504/ADA Assurance of Compliance:](#)
- **Certificate of Insurance and Endorsement** – Have Insurance Agent e-mail or Fax to Buyer evidence of insurance from insurer(s) satisfactory to the County certifying to the coverage of insurance set forth in this RFP.

*May already be on file at King County.

1.18 Collusion

If the County determines that collusion has occurred among Proposers, none of the proposals from the participants in such collusion shall be considered. The County's determination shall be final.

1.19 Proposal Price and Effective Date

- A. The proposal price shall include everything necessary for the prosecution and completion of Work under the Contract including but not limited to furnishing all materials, equipment, supplies, tools, plant and other facilities and all management, supervision, labor and service, except as may be provided otherwise in this RFP. Proposed Prices shall include all freight charges, FOB to the designated delivery point. Washington State sales/use taxes and Federal excise taxes shall not be included in the proposal price. The County shall pay any Washington State sales/use taxes applicable to the Contract price or tender an appropriate amount to the Contractor for payment to Washington State. The County is exempt from Federal excise taxes. All other government taxes, duties, fees, royalties, assessments and charges shall be included in the Proposal price.
- B. In the event of a discrepancy between the unit price and the extended amount for a proposal item, the County reserves the right to clarify the Proposal.
- C. The proposal shall remain in effect for 200 Days after the proposal due date.

1.20 Procedure When Only One Proposal Is Received

If the County receives a single responsive, responsible proposal, the County may request an extension of the proposal acceptance period and/or conduct a price or cost analysis on such proposal. The Proposer shall promptly provide all cost or pricing data, documentation and explanation requested by the County to assist in such analysis. By conducting such analysis, the County shall not be obligated to accept the single proposal; the County reserves the right to reject such proposal or any portion thereof.

1.21 Protest Procedures

King County has a process in place for receiving protests based upon the RFP or contract awards. The protest procedures: http://www.metrokc.gov/procurement/documents/U_014_Protest_Procedures.doc, are available from the King County Procurement web site: <http://www.metrokc.gov/procurement/faq/supplier.aspx>.

1.22 Supported Employment Program

The County encourages the creation of supported employment programs for developmentally and/or severely disabled individuals. The County itself has such a program and is actively seeking to do business with those Contractors and Consultants that share this employment approach. If your firm has such a program, or intends to develop such a program during the life of this Contract, please submit Documentation supporting this claim with your proposal. If you have questions, or need additional information, please contact the Community and Human Services Division, Developmental Disabilities Division, 206-296-5268.

2 SECTION PROPOSAL EVALUATION AND CONTRACT AWARD

2.1 Proposal Evaluation

- A. The PEs will evaluate each proposal using the criteria set forth in this RFP. If deemed necessary by the PEs, written and/or oral discussions, site visits or any other type of clarification of proposal information may be conducted with those Proposers whose proposals are found to be potentially acceptable. Identified deficiencies, technical requirements, terms and conditions of the RFP, costs or prices, and suspected mistakes may be included among the items for discussion. The discussions are intended to give Proposers a reasonable opportunity to resolve deficiencies, uncertainties and clarifications as requested by the PEs and to make the cost, pricing or technical revisions required by the resulting changes. In addition, the County may request additional business and administrative information.
- B. The PEs may find that a Proposer appears fully qualified to perform the Contract or it may require additional information or actions from a Proposer. In the event the PEs determine that the proposal is not within the Competitive Range the PEs shall eliminate the proposal from further consideration.
- C. The evaluation of Proposers' proposals and additional information may result in successive reductions of the number of proposals that remain in the Competitive Range. If applicable to the procurement, the firms remaining in the Competitive Range may be invited to continue in the proposal evaluation process, and negotiations.
- D. Upon completion of discussions, the PEs may issue to all remaining potentially acceptable Proposers a request for Best and Final Offers. The request shall include notice that discussions are concluded, an invitation to submit a revised proposal with a Best and Final Offer, and a new submittal date and time.
- E. The County may enter negotiations with one or more Proposers to finalize Contract terms and conditions. Negotiation of a Contract shall be in conformance with applicable federal, state and local laws, regulations and procedures. The objective of the negotiations shall be to reach agreement on all provisions of the proposed Contract. In the event negotiations are not successful, the County may reject proposals.
- F. The County reserves the right to make a Contract award without written and/or oral discussions with the Proposers and without an opportunity to submit Best and Final Offers when deemed to be in the County's best interests.
- G. Contract award, if any, shall be made by the County to the responsible Proposer whose proposal best meets the requirements of the RFP, and is most advantageous to the County, taking into consideration price and the other established evaluation factors. The County is not required to award a Contract to the Proposer offering the lowest price. The County shall have no obligations until a Contract is signed between the Proposer and the County. The County reserves the right to award one or more contracts as it determines to be in its best interest.

2.2 Responsive and Responsible

Responsive

The County will consider all the material submitted by the Proposer, and other evidence it may obtain otherwise, to determine whether the Proposer is in compliance with the terms and conditions set forth in this RFP.

Responsible

In determining the responsibility of the proposer, the County may consider:

- the ability, capacity and skill to perform the Contract or provide the service required
- the character, integrity, reputation, judgment and efficiency
- financial resources to perform the Contract properly and within the times specified
- the quality and timeliness of performance on previous contracts with the County and other agencies, including, but not limited to, the effort necessarily expended by the County and other agencies in securing satisfactory performance and resolving claims
- compliance with federal, state and local laws and ordinances relating to public contracts
- other information having a bearing on the decision to award the Contract.

Failure of a proposer to be deemed responsible or responsive may result in the rejection of a proposal.

2.3 **King County Contracting Opportunities Program**

The purpose of the King County Contracting Opportunities Program is to maximize the participation of Small Economically Disadvantaged Businesses (SEDB) through the use of rating points in the award of King County competitively bid contracts for the acquisition of technical services. The program is open to all firms that are certified as an SEDB by King County's Business Development and Contract Compliance Office.

A "Small Economically Disadvantaged Business" (SEDB) means that a business and the person or persons who own and control it are in a financial condition, which puts the business at a substantial disadvantage in attempting to compete for public contracts. The relevant financial condition for eligibility under the Program is set at fifty percent (50%) of the Federal Small Business Administration (SBA) small business size standards using the North American Industrial Classification System (NAICS), and an Owners' Personal Net Worth less than \$750K dollars.

A "Certified Firm" means a business that has applied for participation in King County's Contracting Opportunities Program, and has been certified as an SEDB by the King County Business Development and Contract Compliance (BDCC) office. Information about becoming a Certified Firm, as well as a list of Certified Firms, may be obtained by visiting the King County's Contracting Opportunities Program Website address: <http://www.metrokc.gov/exec/bred/bdcc/prog/kccontractopp.htm> or contacting the BDCC office at 206-205-0711.

In the evaluation of proposals, ten points will be allotted for SEDB participation. King County will count only the participation of SEDBs that are certified by King County at the date and time of proposal submittal. After tabulation of the selection criteria points of all prime submitters, ten (10) points shall be added to the score of all proposals that meet at least one of the two following sub-criterion:

- A. If the Prime submitter is a SEDB firm that anticipates performing work for the entire contract unassisted and includes the SEDB certification number on page one of this submittal.
- B. If the Prime submitter is not an SEDB but will use SEDBs for at least 5% of the total contract labor hours in the work to be performed in this contract, and who complete the following table and include it in their proposal submission:

SEDB Certification Number	Sub- Consultant Name	Contact Name / Phone	Work to be performed	Percentage of Total Hours

SEDB participation shall be counted only for SEDBs performing a commercially useful function according to custom and practice in the industry. A commercially useful function is defined as a specific scope of work for which the SEDB has the management and technical expertise to perform using its own workforce and resources.

2.4 **Financial Resources and Auditing**

If requested by the County, prior to the award of a contract, the proposer shall submit proof of adequate financial resources available to carry out the execution and completion of work required by this contract.

King County reserves the right to audit the Contractor throughout the term of this contract to assure the Contractor's financial fitness to perform and comply with all terms and conditions contained within this contract. King County will be the sole judge in determining the Contractor's financial fitness in carrying out the terms of this contract.

2.5 **Evaluation Criteria**

Each proposal has a total possible score of 1100 points with the points assigned as follows:

Evaluation Criteria		
Proposal Questions	Evaluation Criteria	
Technical <ul style="list-style-type: none"> Part C Section 1.5 Part C Section 1.6 Part C Section 1.7. A – 1.7.L 	<ul style="list-style-type: none"> Mandatory requirements are met Desired capabilities are available Product and service features System management and operations King County policy compliance Service level agreement and account management 	450
Management <ul style="list-style-type: none"> Part C Section 1.7.M – 1.7.N Part C Section 1.8 Part C Section 1.9 	<ul style="list-style-type: none"> Proposed statement of work is reasonable, doable, adequately resourced Respondent (and any proposed partner) is a financially solid company whose core business includes hosting standby email systems for customers at the time of a disaster Demonstrates successful client implementations and on-going support 	200
Part B – Contract <ul style="list-style-type: none"> Sections 1, 2 and 3 	<ul style="list-style-type: none"> Respondent is agreeable to the County's standard contract terms and conditions 	100

• Attachments		
Pricing: • Part C Exhibit F • Part C Exhibit G	<ul style="list-style-type: none"> • Cost of installation, training, hardware, software • Cost on-going hosted service, support, and maintenance 	250
Small Economically Disadvantage Business (SEDB) Incentive		100
	Total Points	1100


2.6 Public Disclosure of Proposals

This procurement is subject to the Washington Public Disclosure Act, RCW (Revised Code of Washington) 42.17.250 et seq. Proposals submitted under this RFP shall be considered public documents unless the documents are exempt under the public disclosure laws. After the selection process has been concluded and a contract has been signed by both parties proposals shall be available for inspection and copying by the public.

If a Proposer considers any portion of its proposal to be protected under the law, the Proposer shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." If the County determines that the material is not exempt from public disclosure law, the County will notify the Proposer of the request and allow the Proposer fifteen (15) Days to take whatever action it deems necessary to protect its interests. If the Proposer does not take such action within said period, the County will release the portions of the proposal deemed subject to disclosure. By submitting a proposal, the Proposer assents to the procedure outlined in this subsection and shall have no claim against the County on account taken under such procedure.

Proposal Label

Complete the form below (or reasonable facsimile) and affix to the exterior lower left hand corner of the submission envelope(s), box(es), etc.

U R G E N T – SEALED PROPOSAL ENCLOSED Do Not Delay – Deliver Immediately	
U R G E N T	 King County Proposal Number: RFP 06-058 KAH Proposal Title: Hosted Email Standby System Opening Date: July 27, 2006 Firm Name:
	King County Procurement & Contract Services Section Exchange Building, 8 th Floor 821 2nd Ave., EXC-FI-0862 Seattle, WA 98104-1598
U R G E N T	